

**Louisiana State Archives  
Committee Hearing Audio Tape Request Form**

NAME/AGENCY:

ADDRESS:

FAX/TELEPHONE:

Please check one box below:

☐ Will Pick Up    ☐ Mail

Please fill in required information to process request\*:

House or Senate	Exact Date (Month, Day & Year)	Name of Committee

\*For this information contact: HOUSE 225-342-6124, SENATE 225-342-2370 OR  
THE LEGISLATIVE LIBRARY 225-342-6945

**Legislative Audio Tape Fee Schedule**

\$15.00 per tape with blank tape provided by Archives

\$10.00 per tape with blank tape provided by patron

\$6.00 per tape for a State Agency with blank tape provided by  
Archives

\$1.00 per tape for a State Agency with blank tape provided by agency

Submit check or money order to: Secretary of State, Research Library,  
P.O. Box 94125, Baton Rouge, LA 70804-9125. Please do not send cash! We  
do not accept credit or debit cards at this time.

**NOTE: Payment must be received in full before processing request**

## **POLICY REGARDING HEARING COMMITTEE AUDIO TAPE REQUEST:**

1. To process a Committee Hearing Tape Request we require the following:
  - Body of Legislature of Committee (House or Senate)
  - Exact Date of Hearing (Month, Day & Year)
  - Committee Name
2. All Committee Hearing Tape Request are typically processed in one full business day relative to the number of tapes requested.\*
3. Committee Hearing Tape Request will be processed in the order that they are received.
4. Tape requests are processed Monday through Friday, 8 a.m. - 3:30 p.m. (except holidays).
5. Tape request received after 9 a.m. on Friday will be process by 4 p.m. on the following Monday (except on holidays).
6. Quality of tape copies will be consistent to the originals (Most are of poor quality in today's standards).
7. The Louisiana State Archives is not authorized or staffed to engage in comprehensive Legislative/legal research or to verify committee tape information.

If after reading the information you still have questions, please feel free to call the Research Library at 225-922-1208 or write to us at Secretary of State, Research Library, P.O. Box 94125, Baton Rouge, LA 70804.

\* You will be contacted if additional time is needed. Committee tapes originally recorded in slow speed may require additional processing time.